



FEDERAL RETIREMENT THRIFT INVESTMENT BOARD
77 K Street, NE Washington, DC 20002

August 14, 2013

To: Prospective Offerors

From: Marisol Vargas-Busch
Contracting Officer

A handwritten signature in black ink that reads "Marisol Vargas-Busch".

Subject: Request for Proposals (RFP) TIB-2013-RFP-0014, Thrift Savings Plan (TSP)
Benchmarking Services

The Federal Retirement Thrift Investment Board (FRTIB, Agency), is hereby issuing the solicitation for firms that meet the requirements described below for the TSP Benchmarking Services acquisition. The TSP Benchmarking Services acquisition is a full and open competition and has been assigned North American Industry Classification System (NAICS) Code 52 – Finance and Insurance.

The purpose of the TSP Benchmarking Services acquisition is to competitively select a company with extensive experience in and the proven ability to provide a broad range of benchmarking services for defined contribution plans as described in the Request for Proposals (RFP). The scope of the benchmarking effort includes the key operational processes for the TSP. The Offeror will achieve the following tasks defined in Section C of the solicitation:

- Increased transparency into operational performance using appropriate performance metrics
- Increased transparency into costs associated with operational performance
- Increased understanding of how current Plan design, service levels, and costs compare with other defined contribution plans
- Establishment of proven methodologies that provide a framework to continually assess and improve performance monitoring

Acquisition Structure

The TSP Benchmarking Services acquisition will be conducted as a Time and Material (T&M) support services contract. The Agency anticipates a 12-month Base period of performance from the contract award date with one 6-month Option.

The Agency will use an advisory multi-step process using the criteria described in Section L.4.1, Volume 1 - Required Minimum Experience Criteria. Proposals from Offerors whose demonstrated required minimum experience receives a "Pass", will be further evaluated. Proposals from Offerors whose demonstrated required minimum experience receives a "Fail", will not be further evaluated.

Electronic Access

An electronic copy of the RFP, including Attachments, Appendices, and a fillable Past Performance Questionnaire, is available at www.frtib.gov. A link to www.frtib.gov is posted on www.fbo.gov.

Questions and Comments Related to the RFP

Questions and comments related to the RFP shall be submitted to the Contracting Officer at Benchmarking-CO@tsp.gov. Offerors are encouraged to submit their questions and comments as they are identified to ensure prompt responses from the Agency. Questions and comments shall be submitted no later than *August 28, 2013*. Agency responses will be posted at www.frtib.gov.

Proposal Submission

Proposals submitted in response to this solicitation shall be prepared and delivered no later than *September 11, 2013*, in accordance with the instructions in Sections L and M. Proposals that arrive after the prescribed time for receipt of proposals will be deemed late and will not be considered.

Amendments to the RFP

Amendments will be posted on www.frtib.gov and announced on www.fbo.gov with a link to www.frtib.gov.